

CDLC "BOOKMARK"  
Label (not required)

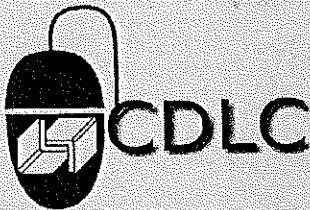
TO:  
(Use Delivery Code)

DATE:

DATE DUE:

FROM:

*Please leave card  
in book*



**Capital District  
Library Council  
Regional Delivery  
Service**

LAND Label Sample (version 1)

Siena College

Date:

**Le Moyne College**

Syracuse

Hub--SYR

ConnectNY

VFL

LAND Label Sample (version 2)

Siena College

Date:

**Daemen College**

Amherst

Hub--BUF

VVH

LAND Label Sample (version 3)

Mailed under Section 135.14 Postal Manual  
LIBRARIES MATERIALS

POSTMASTER: This parcel may be opened for postal inspection if necessary.

FROM: ILL - Schaffer Library  
Union College, 807 Union St.  
ILL- Schaffer Library  
Schenectady, NY 12308

RETURN POSTAGE GUARANTEED

SYB - University Library - ILL  
Syracuse University  
222 Waverly Ave  
Syracuse, NY 13244-2010  
HUB:SYR

## METRO DELIVERS QUICK REFERENCE

### LABELING

Each package must have a unique transaction number as part of the address. This number will be used to assist in tracking all shipments.

Each transaction number has two parts:

1. **Delivery number** of the shipper and the receiver separated by a ">"
2. **Date and package number**
  - o The date should be all numbers with no separation between month and day and is followed by a "-" and the package number.
  - o For the date, use the date of the next scheduled pick-up, not the day the entry is made.

For example: If METRO (154) is sending a package to Hunter College (104) on November 14<sup>th</sup> and it is the first shipment, the label should read:

Hunter College, CUNY  
 Wexler Library  
 695 Park Ave. 3<sup>rd</sup> fl  
 New York, NY 10065  
 154>104 1114-1

### SHIPPING LOG

A shipping log must be prepared for all shipments (example below). The log functions as a receipt and should be signed by the driver. All logs should be retained. The shipping log should be put out for each pick up day.

A copy of the shipping log may be printed out at [http://www.metro.org/attachments/files/85/res\\_shiplog.pdf](http://www.metro.org/attachments/files/85/res_shiplog.pdf)

### METRO Delivers Shipping Log

<b>Member Name:</b>		
<b>Pick-up Date:</b>		
<b>Transaction #</b>	<b>Destination</b>	<b>Contents</b>
<i>Example:</i>		
<i>Your number → Destination number – Date</i>		
→	- 1	
→	- 2	
→	- 3	

Delivery Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_